



City of Beverly
Community Preservation Committee
Planning Department
191 Cabot Street, City Hall
Beverly, MA 01915
(978) 921-6000 ext. 2343 (978) 921-6187 (Fax)

2014 APPLICATION INSTRUCTIONS & PROCESS

APPLICATION & REVIEW SCHEDULE

In 2014 the Community Preservation Committee (CPC) will follow the schedule below:

- Project Eligibility Application Due February 14, 2014 @ Noon
- Project Funding Application Due May 1, 2014 @ Noon
- Estimated Date of Project Award November 1, 2014

APPLICATION & REVIEW PROCESS

See CPA Application Flowchart illustrating the application process on the CPC's website www.beverlyma.gov

The following describes application instructions and the CPC's procedure in reviewing and recommending proposals.

The CPC strongly encourages applicants to review the [Community Preservation Act MGL c. 44B § 1 et. seq.](#), the Committee's Project Evaluation Criteria and the Department of Revenue's (DOR) Allowable Uses Chart before beginning the application process. Criteria and Chart are attached.

Step 1 - Informational Meeting

The CPC will hold an informational meeting on January 30, 2014 to provide a forum for applicants to ask questions and obtain guidance as to CPA criteria and application process.

Step 2 - Determine Project Eligibility

Due to the complexity of CPA, the CPC requires all applicants to begin the application process by submitting a one-page Project Eligibility Determination Form. This will introduce your proposal to the CPC so that it can determine the project's eligibility for funding and offer further guidance.

Please submit one typed paper copy with original signature and one electronic copy in PDF format no later than February 14, 2014 @ Noon to:

Community Preservation Committee
Planning Department
City Hall, 191 Cabot Street
Beverly, MA 01915
amaxner@beverlyma.gov

The CPC will announce eligible projects and invite full applications no later than March 14, 2014. The CPC may require that historic projects receive a determination of significance from the Historic District Commission and said determination be submitted with the full application.

Step 3 – Submit Full Project Funding Application

Please review the Project Funding Application and associated forms and be sure to include all information and materials as requested and appropriate. The application cover page must be signed and dated by the applicant/organization's designated representative and the owner if different from the applicant.

Please submit 10 double-sided paper copies and one electronic copy in PDF format of the application and supporting materials no later than May 1, 2014 @ Noon to:

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amaxner@beverlyma.gov

Please do not use plastic covers, binders, spines and sleeves to package the application and supporting materials. Staples or simple binder clips will be sufficient.

Step 4 – CPC Review & Public Comment

The CPC will post project proposal abstracts on its website and invite written public comment through June 6, 2014.

The CPC will establish and post a meeting schedule to review proposals. The CPC will examine project proposals based on the General and Category Specific Evaluation Criteria and the DOR's Allowable Uses Chart. The CPC will perform its due diligence and may request additional or more detailed information to be submitted in order to fully evaluate the project's merits.

Step 5 – CPC Recommendations & City Council Vote

The CPC intends to submit its project funding recommendations to the City Council in time for the Council's first meeting in October. The CPC reserves the right to attach conditions and require additional agreements and/or protections as part of its recommendations. The CPC may also recommend only funding a portion or phase of the project, or partial funding of the project. The CPC recommendations may include detailed project scopes, conditions and other specifications, as deemed appropriate to ensure CPA compliance and project performance.

The City Council has the final authority to award funds from Beverly's CPA Fund. The only actions the Council may take are: approve as recommended, approve with a lower level of funding or reject the recommendation.

Step 6 – Award Letter

Subject to City Council action, the CPC will issue award letters on or about November 1, 2014 to projects approved by City Council, with information on the funding amount and funding conditions. Projects receiving CPA funding will be required to credit this source of funding in promotional materials and, whenever appropriate, at the project location.

Step 7 – Fund Disbursement & Project Monitoring

Before receiving funds, the award recipient must agree to and sign a Memorandum of Understanding, which describes project implementation, conditions of approval, fund disbursement and reporting requirements.